

**Agenda**  
**Linwood Community Library Board Meeting**  
**2023 at 7:00 pm**  
**Public Notice**

Lisa Turney (Chair)  
Sheldon Wheaton

Robert Firth  
Lea Chrisman

Melanie Morris

Stacey Schmitt

**Call to Order**

Introduction of Guests, if present

Changes or additions to the agenda, if needed

**Consent Agenda**

*All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.*

- April 25<sup>th</sup>, 2023 Board Meeting Minutes
- Treasurer's Report
- Communications for the Board

**Director's Report –**

- Financial reports
- Programming and Collections Report
- Statistical report  
Note: Library will be closed on Monday, May 29<sup>th</sup> for Memorial Day.

**Old Business**

- Blackstone Bill:
- Building Insurance:
- Health Insurance:

**Committee Reports**

- **Building & Equipment**
- **Financial**
- **Personnel and Policies**

**New Business**

- Bills for Payment
- Drone video Idea:

- Meraki Network Hardware purchase:
- Cleaning Bids:
- PTO Policy changes:

**Public Comments – Please state name and address. 2- minute time limit**

**Executive Session**

**Adjournment**

**Next Regular Board Meeting: Tuesday, June 27<sup>th</sup>, 2023 at 7:00 pm**

#### e. Annual Leave

All employees who regularly work more than 20 hours a week earn Paid Time Off (PTO). After 30 days of employment, employees shall receive PTO at the rate of .4 times their scheduled work week. After six months of employment, employees shall receive one week of paid leave, and two weeks of paid leave after one year of employment.

For example, an employee who has worked more than one year and is scheduled to work forty hours per week will receive eighty hours of paid leave, while an employee who has worked more than one year and is scheduled to work thirty hours per week will receive sixty hours of paid leave. Annual leave may be taken as sick leave, vacation, personal days, or bereavement leave and must be taken before the end of the calendar year. No employee shall be permitted to use annual leave for any period spent on unauthorized leave.

Paid leave will be calculated at a rate of 2 times the employees scheduled work week. For example, an employee scheduled to work 40 hours a week will receive 80 hours of annual paid leave. An employee scheduled 30 hours a week will receive 60 hours of annual paid leave.

After 5 years of employment the rate of paid leave will be changed to 2.5 times the employees scheduled work week. After 10 years of employment the rate of paid leave will be changed to 3 times the employees scheduled work week.

Whenever possible, a request for a leave of absence should be submitted well in advance of the time when the leave is to begin. A beginning and ending date for the leave should be indicated. Leave cannot be carried over from one year to another. Annual leave begins the first day after the last pay period in December.

#### Changes:

#### e. Annual Leave

All employees who regularly work more than 20 hours a week earn Paid Time Off (PTO). After 30 days of employment, employees shall receive PTO at the rate of .4 times their scheduled work week, until six months employment. After six months of employment, employees shall receive one week of paid leave. After one year of employment, employees shall receive two weeks of paid leave. **All seasonal employees shall receive PTO at one-half the accrual rate of their scheduled work week. Seasonal employment is a type of temporary employment in which the person works during certain times of the year. Typically, nine months or less during a calendar year.**

**Where scheduled hours vary weekly, the previous four weeks will be averaged to determine PTO. For example, an employee that is scheduled to**

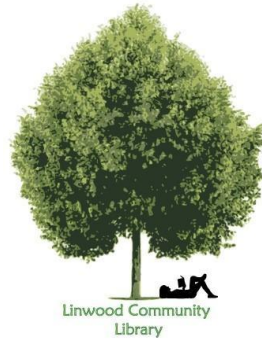
work in the previous weeks twenty- five hours for two weeks and thirty hours for two weeks would result in PTO being calculated at twenty-seven and one-half hours.

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Director's Report  
Submitted by Dalton Torneden  
May 23rd, 2023

Hello Board Members!

Summer Reading is just around the corner, the kickoff is June 2nd and this year's theme is All Together Now. The kickoff begins at 10:00 AM on June 2nd where the library will have a Balloonist, a handprint activity and a lego kit for our participants to enjoy. Throughout the months of June and July we will have 14 different activities for kids to participate in, including author visits, a juggler, a puppet show and more!

I attended the LES Site Council meeting on May 16th and the Principal brought up the idea of Punch Cards. If kids attended a certain number of library programs during the Summer then they would get a reward when they go back to school. I will be working on this with her and hopefully it encourages participation! I attended the Lions Club meeting on May 15th where the Lions generously donated \$500 to Summer Reading!

The Leavenworth county libraries are hosting the One Book, Many Neighbors program again this year. The theme is Murder Mystery & Crime, each library will host a program and have a story for patrons to read and a clue for the evidence file to see if you can unmask the killer. Our program will be on Thursday, June 29th at 6:30 PM, it will be a Murder Mystery Theater set at an Alumni dinner where one of the guests is murdered! Join in and see if you can discover who the culprit is. To attend the end of the program party, you need to attend one program event and to be eligible for the grand prize drawing, you will need to participate in 4 events. The end of the program party will be on Saturday, July 30th at 1 PM at Kane Family Farm in Tonganoxie.

The library's first Summer Concert will take place on June 2nd at 6:30 PM, the group is Blacktop Thunder who will be performing 80s Rock Music. Tail Lights will be available, a Taco Truck and Kona Ice will be on site as well. The concert will take place on Main Street.

The Friends of the Library will be hosting a Bake Sale on June 2nd during the Summer concert, more details to follow on that.

The Friends of the Library will also be hosting Bingo on June 10th from 5 PM to 8 PM at the Community Building. It is a \$10 donation per card. They will have a taco truck providing concessions. Should be a fun evening!

I have terminated Expert Cleaning on Demand, their service has been poor over the last few months. I have contacted several area cleaning companies and should have bids for your consideration for the meeting.

In discussions with Bob and Joyce, we have decided to have bills for the board meeting paid as checks to allow for quicker dispersal. E-bill pay takes 7 business days to get to its final destination, more often than not a bill could reach its destination in 2 or 3 days by mail. Joyce or myself will go to First State Bank to pay the Visa bill on the day after the board meeting to ensure continued liquidity for staff charge cards.

I looked into the possibility of discontinuing our Kanopy service, which is a video content streaming service, we do have a contract with them and we cannot discontinue the account and receive a refund while we have an active balance. This resource has received less use than Hoopla or Overdrive, since we are stuck with it, I will be meeting with a rep from Kanopy in the hopes of bolstering use of Kanopy.

It's been a busy but rewarding first month as Interim Director!



# FRIENDS OF THE LINWOOD COMMUNITY LIBRARY

June 10th

5 P.M. to 8 P.M.

@ Linwood Community Building, 302 Main

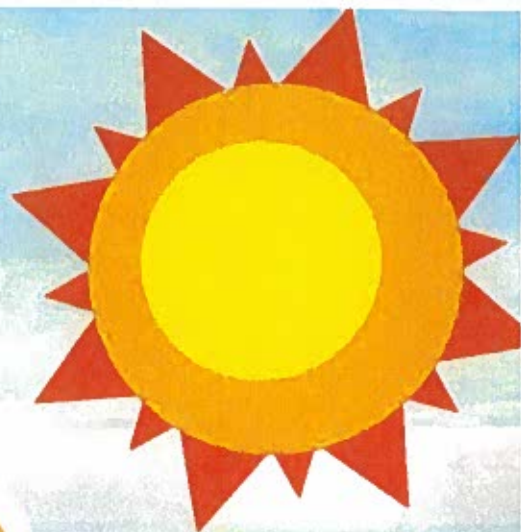
\$10 donation per Bingo Card

Join us for good fun and lots of great prizes!

All proceeds benefit the Friends of the Linwood Community  
Library!



Linwood Community Library  
Summer Reading Events  
and Activities  
"All Together Now"  
Friendship / Kindness / Unity.



# Hello Summer 2023



**MAKE SURE YOU HELP KICK OFF SUMMER READING FRIDAY, JUNE 2**

**SUMMER READING BEGINS AT 10 AM AT THE LIBRARY WITH A  
BALLOONIST, HANDPRINT ACTIVITY, AND LEGO KITS TO GET THE SUMMER  
READING STARTED.**

**AT 6:30 PM FRIDAY, JUNE 2  
BRING YOUR LAWN CHAIR AND JOIN YOUR NEIGHBORS TO CELEBRATE  
SUMMER AND OUR COMMUNITY!!  
JOIN THE FUN ON MAIN STREET, DOWNTOWN LINWOOD, AS WE HAVE OUR  
FIRST ANNUAL, 1ST FRIDAY NIGHT COMMUNITY CONCERT.**

**BLACKTOP THUNDER WILL BE PLAYING 80'S ROCK MUSIC  
WHILE YOU ENJOY:  
TACO FOOD TRUCK  
A BURGER FROM TAIL LIGHTS  
KONA ICE  
GAMES**



2023 MONTHLY STATS

Linwood Community Library Statistical Report

**Circulation:**

	April 2023	Y-T-D	April 2022	Y-T-D
Adult Books	128	657	167	721
Child Books	274	1,400	206	892
Young Adult	14	46	15	73
Magazines	3	6	3	13
Movies/Videogames	128	556	209	808
Music		-		-
Audiobooks	13	76	22	81
Large Print	25	86	29	129
Electronic Materials	458	1,776	235	890
<b>Total:</b>	<b>1,043</b>	<b>4,603</b>	<b>886</b>	<b>3,607</b>
<b>% of Change</b>	<b>17.72</b>	<b>27.61</b>		

**New Acquisitions:**

	April 2023	Y-T-D	April 2022	Y-T-D
Adult	51	147	41	205
Children	2	99	54	132
Young Adult	-	2	4	37
Audiovisual	2	26	17	86
<b>Total:</b>	<b>55</b>	<b>274</b>	<b>116</b>	<b>460</b>
<b>% of Change</b>	<b>(52.59)</b>	<b>(40.43)</b>		

**Inter-Library Loan:**

	April 2023	Y-T-D	April 2022	Y-T-D
NEXT Loaned	219	1,009	191	873
NEXT Borrowed	133	577	104	371
ShareIt ILL Loaned	-	10	4	10
ShareIt ILL Rec'd	-	7	1	7
<b>Total:</b>	<b>352</b>	<b>1,603</b>	<b>300</b>	<b>1,261</b>
<b>% of Change</b>	<b>17.33</b>	<b>27.12</b>		

**Programs:**

	April 2023	Y-T-D	April 2022	Y-T-D
Adult Programs	37	145	26	139
Total Adult attendance	170	793	161	566
Childrens Programs	12	52	6	25
Total Childrens attendance	39	177	66	223
Young Adult Programs	-	-	3	3
Total YA attendance	-	-	27	5
Outreach Events	4	11	-	-
Outreach Attendance Total	100	268	-	-
Total Library Events	53	208	35	169
Total Attend/Outreach	309	1,238	254	816
Meeting Room Uses	-	-	1	5
Meeting Attendance	-	-	11	NA
<b>Total Attend:</b>	<b>618</b>	<b>2,476</b>	<b>519</b>	<b>1,610</b>
<b>% of Change</b>		<b>53.79</b>		

**Electronic Materials Use:**

	April 2023	Y-T-D	April 2022	Y-T-D	% of Change
<b>Consortial Users</b>					
Flipster Magazines	229	901	187	873	3.21
Lynda Users	11	46	23	75	(38.67)
<b>Local Uses</b>					
Cloud Library	20	95	60	166	(42.77)
Kanopy (Dec 2020)	-	11	32	63	(82.54)
Hoopla	64	298	83	278	7.19
Overdrive	35	337	73	965	(65.08)
<b>Total Local Use:</b>	<b>359</b>	<b>1,688</b>	<b>458</b>	<b>2,420</b>	
<b>% of Change</b>		<b>(30.25)</b>			

**Miscellaneous:**

	April 2023	Y-T-D	April 2022	Y-T-D	% of Change
Door Count	461	2,196	451	1,652	32.93
Reference	-	5	22	84	(94.05)
Computer Use	12	54	40	118	(54.24)
Wireless Activity	398	1,299	554	1,644	(20.99)
Website Users	na		556	1,536	(100.00)
Website Sessions	263	1,080	288	2,092	(48.37)
Public Service Hours	215	824	232	821	0.30
FB Video Views	NA	-	-	83	(100.00)
FB Engagements	776	4,885	131	649	652.70
Engagements - Youth	na	-	129	253	(100.00)
Twitter Visits	-				
Tweet impressions	-				
<b>Mailchimp</b>					
Total Emails Sent	4				
Total Email Receipts	1,556				
Total Emails Opened	757				

**April 2023**

Borrowers end of month	632
Borrower Accounts used	70
Borrowers Added	1
Borrowers Renewed	15
Borrowers Deleted	2
Total Check Outs/ Renewal	585
Adult Checkouts/Renewals	214
Youth Checkouts/Renewals	371

## Welcome to the Linwood Community Library Adult Summer Reading Program

### 2023: One Book, many neighbors



We hope you enjoy our chosen short mystery story entitled *Exit Now* by Emilyya Naymark. Ask your librarian for a copy of the book to checkout, or you may use Hoopla or Libby to listen to your story on ebooks or audiobook!

We have events planned with our six neighboring libraries. Please see the program sheet "One Book, many neighbors" on the backside of this memo. Patrons are required to attend one event to be eligible to attend the celebration party at Kane Family Farms on July 30, 2023, from 1-3 p.m. If you attend at least four of the seven events, you are eligible to enter the drawing for our Grand Prize baskets at the party! Get your evidence log stamped and turn it into your home library upon completion. If eligible for a chance at the Grand Prize baskets, you do not need to be present to win. Your library will notify you. However, we hope to see everyone attending events, reading the short story that your library has chosen, and getting to know your neighbors through this summer reading program! Please see the itinerary for each library's event date and times on the reverse side of this memo. Our Mystery Theatre is Thursday, June 29, from 6:30-8:00 p.m. After the theatre presentation, we will discuss the short story *Exit Now*, p. 149-172 of the book, *When a Stranger Comes to Town*. Hope to see you there!



**Visit us on Facebook to see all the latest activities at our library! All activities and events are free and open to the public!**

# One Book

*many neighbors*

A series of murder mystery & crime programs featuring the short story collection

## WHEN A STRANGER COMES TO TOWN

*Edited by Michael Koryta*

See your home library for a book, evidence file and details.  
Audiobook and e-book also available on hoopla.

Lansing Community Library - Wednesday, June 7 - 6 p.m.:  
Crime Scene Investigation with the Lansing Police Department  
Story: *Avalon* by Michael Connelly

Atchison Public Library - Thursday, June 15 - 6 p.m.:  
Beyond the Veil: A History of Spiritualism  
Story: *Howard's Heart* by Bryon Quartermous


Basehor Community Library - Wednesday, June 21 - 6:30 p.m.:  
Discussion of *Ripple*, a KC true crime book, with author Jim Cosgrove  
Story: *A Six Letter Word For Stranger* by Lisa Unger

Bonner Springs City Library - Thursday, June 22 - 6:30 p.m.:  
Midwest Innocence Project: Justice for the Innocent  
Story: *Perfect Strangers* by Tilia Klebenov Jacobs

Linwood Community Library - Thursday, June 29 - 6:30-8 p.m.:  
Murder Mystery Theater  
Story: *Exit Now* by Emilyya Naymark

Tonganoxie Public Library - Monday, July 10 - 6:30 p.m.:  
Inside the Criminal Mind with criminal psychologist  
Daniel Claiborn, Ph.D. and author Lori Roy  
Story: *Do You Remember* by Lori Roy

Leavenworth Public Library - Sunday, July 16 - 2-4:30 p.m.:  
Cold Case File: Who Killed Harmony Ashcroft?  
Story: *Here's To New Friends* by Jacqueline Freimor



*"Nothing brings  
strangers  
together faster  
than a good  
murder story."*

	FY2022		FY2023 as of 04/30/2023			% Used	% flat target
	Actual		Actual	Budget	Budget diff Over (Under)		
<b>Capital Improvement Revenue</b>							
Interest on Idle Funds Transfer	901.60		665.68	-	665.68		
<b>Revenue Total</b>	901.60		665.68	-	665.68		
<b>Capital Improvement Fund Total</b>	901.60		665.68				
Treasurers Balance 12/31/2022	150,995.93		150,995.93				
Treasurers Balance 04/30/2023			151,661.61				

	FY2022		FY2023 as of 04/30/2023			% Used	% flat target
	Actual		Actual	Budget	Budget diff Over (Under)		
<b>Employee Benefit Revenue</b>							
Property Tax	12,687.69		8,139.72	14,181.00	(6,041.28)	57.40%	33.33%
<b>Revenue Total</b>	12,687.69		8,139.72	14,181.00	(6,041.28)		
<b>Expense</b>							
Payroll Expenses	10,230.54		2,289.20	13,956.00	(11,666.80)	16.40%	33.33%
Cash carry forward	-		-	4,500.00	(4,500.00)	0.00%	33.33%
<b>Expense Total</b>	10,230.54		2,289.20	18,456.00	(16,166.80)		
<b>Employee Benefit Fund Total</b>	2,457.15		5,850.52				
Treasurers Balance 12/31/2022	6,567.30		6,567.30				
Treasurers Balance 04/30/2023			12,417.82				

	FY2022		FY2023 as of 04/30/2023			% Used	% flat target
	Actual		Actual	*Budget	Budget diff Over (Under)		
<b>General Fund</b>							
<b>Revenue</b>							
Donations	8,975.03		4,131.93	8,053.00	(3,921.07)	51.31%	33.33%
Interest on Idle Funds	2,107.22		3,910.78	-	3,910.78	N/A	33.33%
Property Tax	262,594.16		167,052.29	287,593.00	(120,540.71)	58.09%	33.33%
<b>Revenue Total</b>	<b>273,676.41</b>		<b>175,095.00</b>	<b>295,646.00</b>	<b>(120,551.00)</b>		
<b>Expense</b>							
Collections	21,605.24		7,847.02	37,200.00	(29,352.98)	21.09%	33.33%
Programs	7,607.11		2,232.76	16,500.00	(14,267.24)	13.53%	33.33%
Operating Expense	58,704.07		28,148.34	80,358.00	(52,209.66)	35.03%	33.33%
Wages	105,911.22		26,380.44	128,989.00	(102,608.56)	20.45%	33.33%
Capital	-		-	16,500.00	(16,500.00)	0.00%	33.33%
Cash carry over	-		-	153,053.00	(153,053.00)	0.00%	33.33%
<b>Expense Total</b>	<b>193,827.64</b>		<b>64,608.56</b>	<b>432,600.00</b>	<b>(367,991.44)</b>		
<b>General Fund Total</b>	<b>79,848.77</b>		<b>110,486.44</b>				
Treasurers Balance 12/31/2022	207,401.40		207,401.40				
Treasurers Balance 04/30/2023			317,887.84				

Adult Books, Childrens' books, DVDs, Audio Expenses from April 25, 2023 to May 15, 2023

Apr. 25 order Ingram	286.42
May 1	322.02
May 6	389.58
May 11	307.84
Total Ingram	1,305.86

Midwest Tape SHP	242.89
Midwest Tape ORD	269.13
Total Midwest Tape	512.02

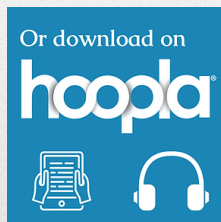
Amazon Books/DVDs	762.28
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Programming Expenses April 25, to May 23, 2023

Yoga 4 weeks	140.00
Walking Club	
Book Clubs Snacks/drinks	100.00
Potluck monthly	50.00
Coffee Club Water/coffee	100.00
Monthly total	\$2,970.16

## READ THE STORIES

All of our selected stories come from the book "When a Stranger Comes to Town." Available for check out in print or as digital content on hoopla.



We'll be discussing:

**Avalon** by Michael Connelly  
at Lansing Community Library

**Howard's Heart** by Bryon Quermous  
at Atchison Public Library

**A Six-Letter Word for Neighbor** by Lisa Unger  
at Basehor Community Library

**Perfect Strangers** by Tilia Klebenov Jacobs  
at Bonner Springs City Library

**Exit Now** by Emilyya Naymark  
at Linwood Community Library

**Do You Remember** by Lori Roy  
at Tonganoxie Public Library

**Here's to New Friends** by Jacqueline Freimor  
at Leavenworth Public Library

## ATTEND THE PROGRAMS

Pick up clues at each library program to further solve the crime in your case packet. Visit online each week to hear interviews with the authors and an audio clue.

Wed., June 7th, 6:00 pm  
**Crime Scene Investigation with the Lansing Police Department**  
at Lansing Community Library

Learn the ins & outs of investigating the scene of the crime with the professionals.

Thurs., June 15th, 6:00 pm  
**Beyond the Veil: A History of Spiritualism**  
at Atchison Public Library

This presentation examines the emergence of this religious phenomena, its connections to both the Civil War and World War I, and how it led to a battle of words between the creator of Sherlock Holmes and the greatest magician of all time. Presented by Katie Keckeisen, Collections Archivist at the Kansas Historical Society.

Wed., June 21st, 6:30 pm  
**Ripple: A Long Strange Search for a Killer with Jim Cosgrove**  
at Basehor Community Library

A look inside the South Carolina investigation into the unsolved "boy in the woods" murder. Journalist Jim Cosgrove shares his decades-long struggle to uncover the truth of a family friend's disappearance and death.

Thurs., June 22nd, 6:00 pm  
**Midwest Innocence Project: Justice for the Innocent**  
at Bonner Springs City Library

Imagine being wrongly convicted, imprisoned, and unsure where to turn next. We'll take a look inside the criminal system and how complicated innocence work can be.

Thurs., June 29th, 6:30-8:00 pm  
**Murder Mystery Theater with KC Mystery Players**  
at Linwood Community Library

Step into your high school reunion to try and capture the old school spirit and remember the good times. But is an old rivalry or lost love going to spoil the mood? Be part of the fun!

Mon., July 10th, 6:30 pm  
Inside the Criminal Mind  
at Tonganoxie Public Library  
or on Zoom.

Jump inside the criminal mind with Dr. Daniel Claiborn, Ph.D, a licensed Counseling and Forensic Psychologist who has specialized in Forensic and Police Psychology for over 35 years. Is the brain of a criminal different? Learn about the inner workings of the mind and delve into the world of psychopaths. Then we'll dive deeper into our story with two time Edgar Allen Poe award-winning author Lori Roy who will give insights into the story and its own criminal narrator. Contact Tonganoxie Library for the Zoom link.

Sun., July 16th, 2:00-4:30 pm  
Cold Case Files: Who Killed Harmony Ashcroft?  
at Leavenworth Public Library

Be a cold case detective. In teams, inspect the clues and read the case file. What are the police missing? Can you help solve the murder mystery and bring the killer to justice?

## CRIME SOLVERS PARTY

Sun., July 30th, 1:00-3:00 pm  
Kane Family Farm  
17791 Chieftain Rd.  
Tonganoxie, KS 66086

Attend at least one of the featured programs, and RSVP to attend the end party where our summer mystery will come to an end, and a killer will be revealed.

Free food and drink tickets will be provided. Cash bar and swimming pool (with lifeguard) will be available. Door and raffle prizes too.



MAY 19TH-JULY 30TH

YOUR LOCAL LIBRARY PRESENTS

# ONE BOOK MANY NEIGHBORS

LEAVENWORTH COUNTY+ LIBRARIES  
READ "WHEN A STRANGER COMES TO TOWN"

Read the stories. Visit the libraries.  
Collect the clues.

Solve the crime.

Pick up a casefile at your library  
& visit us online:

[www.onebookmanyneighbors.org](http://www.onebookmanyneighbors.org)



FEATURING  
LIBRARIES IN BASEHOR,  
LANSING, LINWOOD,  
TONGANOXIE,  
LEAVENWORTH,  
ATCHISON AND BONNER  
SPRINGS.





Linwood Community Library  
Summer Reading Events and Activities  
"All Together Now" Friendship /  
Kindness / Unity



**June 2 10:00 AM Summer Reading begins**

**Ballooning, Program Details,**

**Handprint Activity, Lego Kit**

**Tuesday Teasers**

**June 6, Pick up your poster paper to illustrate what**

**kindness means to you**

**Meet a reading goal and receive a gift card!**

**Earn raffle tickets for each time you checkout a book,**

**attend a program, attend an activity and meet a reading goal.**

**June 9 10:00 AM Stone Lion**

**Puppet Show**

**June 13, Pick up your free book**

**read to a friend or family member**

**June 15 1:00 PM Juggler Brian**

**Wending**

**June 20, Come-in and share a**

**cinnamon roll with a friend or**

**family member**

**3 Grand Prize drawings for**

**Awesome Gift Cards!**

**June 22 1:00 PM Mad Science - Cotton Candy Experiment**

**June 21, Come in and make a**

**friendship bracelet**

**Follow us on facebook and/or watch your email for program**

**updates or changes.**

**July 14 10:00 AM Author Visit Adelaide Bauman, Zara the Zebu**

**July 11, Pop in for a Popsicle**

**July 28 10:00 AM Author Visit**

**Shelly Simoneau, Grasshopper**

**Bubblegum**

**July 18, Come in and paint a**

**Kindness Rock**



**July 29 11:30 AM End of Summer Reading Lunch Party and Grand**

**Prize Drawings**

**July 25, It's Cookie Day - Come in**

**for a cookie treat**

**Kinwood Community Library**

**Summer Reading Events and Activities:  
"All Together Now" Friendship /**

**Kindness / Unity**

Treasurer's Report  
for the  
Linwood Community Library  
Board Meeting  
May 23, 2023

General Fund (GF) Checking account balance as of 4-28-2023 was \$337,241.99. The GF Checking account has NOT been proven to QuickBooks.

Capitol Improvement Fund (CIF) Checking account balance as of 4-28-2023 was \$151,661.61. The CIF Checking account has NOT been proven to QuickBooks.

Petty Cash was counted by Jayne on 5-23-2023. She stated the balance was \$114.30.